ग्रामविकास विभागातंर्गत कंत्राटदारांचे
<u>स्वतंत्र पंजीकरण करण्याबाबत.</u>

महाराष्ट्र शासन
ग्राम विकास विभाग
शासन निर्णय क्रमांकः संकीर्ण-२०१६/प्र.क्र.-१४८/यो-९

बांधकाम भवन, सातवा मजला,
२५, मर्झबान पथ, फोर्ट, मुंबई ४०० ००१
तारीख : ०२ डिसेंबर, २०१६

<u>वाचा</u> :

१) ग्राम विकास व जलसंधारण विभाग, शासन निर्णय क्र.ग्रासयो-२००७/प्र.क्र.०१/यो-९, दि.२०.०४.२००७.
२) ग्राम विकास व जलसंधारण विभाग, शासन आदेश क्र.संकीर्ण-२०१६/प्र.क्र.१४८/यो-९, दि.११.०४.२०१६.

<u>प्रस्तावना</u> :

शासन निर्णय, ग्रामविकास व जलसंधारण विभाग क्र. ग्रासयो-२००७/प्र.क्र.१/यो-९, दिनांक २० एप्रिल २००७ अन्वये ग्रामविकास व जलसंधारण विभागातंर्गत त्रिस्तरीय पंचायती राज संस्थाच्या अखत्यारितील विकास कामे पार पाडण्यासाठी कंत्राटदारांना ग्रामविकास व जलसंधारण विभागातंर्गत पंजीकरण अनिवार्य करण्यात आले आहे. सदर शासन निर्णयाच्या परिशिष्ट - १ मध्ये कंत्राटदारांच्या वर्गवारीनुसार पंजीकरणासाठीच्या नियमांचे सविस्तर विवेचन करण्यांत आले आहे. सदर शासन निर्णयानुसार माहे एप्रिल २००७ पासून ग्रामविकास व जलसंधारण विभागात कंत्राटदारांना स्वतंत्र पंजीकरण देण्याची प्रक्रिया पार पाडण्यात येत आहे. या शासन निर्णयानुसार प्राप्त होणाऱ्या प्रस्तावांची छाननी करताना काही मुद्यांबाबत संदिग्धता निर्माण होत होती. या संदिग्धता दूर करण्यासाठी व पंजीकरणाच्या नियमात काही सुधारणा सुचविण्यासाठी दि.११.०४.२०१६ च्या शासन आदेशान्वये क्षेत्रीय अधिकाऱ्यांची समिती गठीत करण्यात आली होती. या समितीने सादर केलेल्या अहवालानुसार ग्राम विकास विभागातंर्गत कंत्राटदारांच्या स्वतंत्र पंजीकरणाबाबतच्या संदर्भीय दि. २० एप्रिल २००७ च्या शासन निर्णयात सुधारणा / बदल करण्याची बाब शासनाच्या विचाराधीन होती. त्यास अनुसरून उपरोक्त दि. २०.०४.२००७ चा शासन निर्णय अधिक्रमीत करून खालीलप्रमाणे सुधारीत शासन निर्णय निर्गमित करण्याचा निर्णय शासनाने घेतलेला आहे.

<u>शासन निर्णय</u>:

ग्राम विकास व जलसंधारण विभागातंर्गत त्रिस्तरीय पंचायती राज संस्थांच्या अखत्यारीतील विकास कामे पार पाडण्यासाठी कंत्राटदारांना ग्राम विकास व जलसंधारण विभागातंर्गत पंजीकरण अनिर्वाय असून या विभागातंर्गत कंत्राटदारांची वर्गवारी व त्या वर्गवारीनुसार नोंदणीकरणास मंजूरी देणारे सक्षम प्राधिकारी खालीलप्रमाणे राहतील:-

अ.क्र.	कंत्राटदाराची वर्गवारी	काम करण्याची आर्थिक क्षमता	नोंदणीकरणास मंजूरी देण्यास सक्षम प्राधिकारी
१	वर्ग १ अ	रु. २५.०० कोटीपेक्षा अधिक (अमर्याद)	शासन
२	वर्ग १ ब	रु.१५.०० कोटीपेक्षा अधिक ते रु. २५.०० कोटी	शासन
३	वर्ग १ क	रु. ७.५० कोटीपेक्षा अधिक ते रु. १५.०० कोटी	शासन
४	वर्ग २	रु.७.५ कोटी	शासन
५	वर्ग ३	रु.३.०० कोटी	शासन
६	वर्ग ४	रु.१.५० कोटी	मु.का.अ.जि.प.
७	वर्ग ४ अ	रु.९०.०० लक्ष	मु.का.अ.जि.प.
८	वर्ग ५	रु.५०.०० लक्ष	मु.का.अ.जि.प.
९	वर्ग ५ अ	रु.३०.०० लक्ष	मु.का.अ.जि.प.
१०	वर्ग ६	रु.१५ .०० लक्ष	का.अ.(बां.) जि.प.
११	वर्ग ७	रु.७.०० लक्ष	का.अ.(बां.) जि.प.
१२	वर्ग ८	रु.३.०० लक्ष	का.अ.(बां.) जि.प.
१३	वर्ग ९	रु.२.०० लक्ष	का.अ.(बां.) जि.प.

<u>विद्युत कंत्राटदार</u>

अ.क्र.	कंत्राटदाराची वर्गवारी	काम करण्याची आर्थिक क्षमता	नोंदणीकरणास मंजूरी देण्यास सक्षम प्राधिकारी
१	वर्ग अ	अमर्याद	मु.का.अ.जि.प.
२	वर्ग ब	रु.२५ .०० लक्ष	मु.का.अ.जि.प.
३	वर्ग ब १	रु.१५ .०० लक्ष	मु.का.अ.जि.प.
४	वर्ग क	रु. १०.०० लक्ष	का.अ.(बां.) जि.प.
५	वर्ग ड	रु.७.५० लक्ष	का.अ.(बां.) जि.प.
६	वर्ग इ	रु.२.०० लक्ष	का.अ.(बां.) जि.प.

२. उपरोक्त वर्गवारी नुसार कंत्राटदारांच्या पजीकरणासाठीच्या नियमांचे सविस्तर विवेचन या शासन निर्णयासोबतच्या परिशिष्ट-१ मध्ये करण्यात आलेले आहे. या परिशिष्ट-१ मध्ये नमूद केलेल्या कार्यपध्दतीप्रमाणे कंत्राटदारांच्या पजीकरणाची संपुर्ण प्रक्रिया पार पाडणे आवश्यक राहील.

३. कंत्राटदारांनी सादर केलेल्या अद्ययावत आयकर निपटारा प्रमाणपत्रातील गेल्या तीन ते पाच वर्षातील निम्न / लघुत्तम उलाढालीच्या ४.५ पट किंवा कमाल / महत्तम उलाढालीच्या ३ पट यापैकी जी अधिक असेल ती रक्कम १ मधील उपवर्गीकरणासाठी विचारात घेण्यात यावी.

४. कंत्राटदार नोदणीबाबतच्या दि. २०/४/२००७ च्या शासन निर्णयासोबतच्या परिशिष्ट १ मधील कलम १४ नुसार देण्यात आलेली इसारा बयाना रक्कम सुट मिळण्याबाबतचे प्रमाणपत्र देण्याबाबतची सवलत या शासन निर्णयान्वये रद्द करण्यांत येत असून, कार्यकारी अभियंता यांनी या अगोदर नोंदणी झालेल्या कंत्राटदारांना इसारा बयाना रक्कम सुट मिळण्याबाबत दिलेली प्रमाणपत्रे रद्द करण्याबाबतची कार्यवाही सुरु करावी व ती या शासन निर्णयाच्या दिनांका पासुन ३ महिन्यात पुर्ण करावी.

५. कंत्राटदारांच्या वर्ग १ अ ते वर्ग ९ या वर्गातील नोंदणी प्रस्तावासोबतच्या कागदपत्रांची छाननी / पडताळणी करताना खालीलप्रमाणे कार्यपध्दती अवलंबिण्यात यावी :-

अ) कंत्राटदारांने कार्यकारी अभियंत्यांकडे नोंदणीसाठी प्रस्ताव दाखल केल्यानंतर प्रस्तावासोबत सादर केलेल्या प्रमाणपत्राच्या / कागदपत्राच्या सत्यतेबाबतची खातरजमा कार्यकारी अभियंता यांनी ज्या कार्यालयाने / प्राधिकरणाने अशी प्रमाणपत्रे / कागदपत्रे दिली आहेत, त्या कार्यालयांकडे संपर्क साधून करावी.

आ) कंत्राटदारांनी सादर केलेल्या प्रस्तावातील मुळ प्रमाणपत्रांच्या / कागदपत्रांच्या सत्यतेबाबत खातरजमा केल्यानंतर नोंदणी प्रस्तावासोबत शासनास सादर करावयाच्या विविध प्रमाणपत्रांच्या / कागदपत्रांच्या सत्यप्रती ज्या विभागाकडून प्रस्ताव सादर करण्यांत येतो, त्या विभागाच्या कार्यकारी अभियंता / उप कार्यकारी अभियंता यांनी त्यांचे स्वाक्षरीनेच साक्षाकित कराव्यात अन्यथा प्रस्ताव विचारात घेतला जाणार नाही.

इ) कंत्राटदाराने खाजगी कामे केल्याबाबतची प्रमाणपत्रे प्रस्तावासोबत सादर केली असल्यास, सदर कामे त्या कंत्राटदारानेच केली आहेत याची शहानिशा सबंधीत कार्यकारी अभियंता यांनी करावी. तसेच केलेल्या कामाच्या किंमतीबाबत खातरजमा करावी. खाजगी कामांची माहिती शासन निर्णयासोबतच्या विवरणपत्रात सादर करावी. अर्जदाराने सदर खाजगी कामे करण्याबाबत संबंधीत खाजगी व्यक्तीशी केलेले करारनामे बांधकामाच्या सविस्तर अंदाज पत्रकाची प्रत, सदर खाजगी कामांच्या नकाशास / प्रस्तावास मंजुरीबाबतचे

महापालिका / नगरपालिका / ग्रामपंचायत / महसुल विभागाचे मंजुरीचे आदेश, सदर खाजगी कामाबाबत अर्जदारास प्राप्त रक्कमेबाबतची कागदपत्रे व सदर खाजगी कामापासून प्राप्त उत्पन्न त्या त्या आर्थिक वर्षातील आयकर परताव्यात दर्शविल्याबाबतची आयकर विभागास सादर केलेली विवरणपत्रे/२६ AS विवरणपत्र व सदर आयकर विवरण प्रमाणित केल्याचे सनदी लेखापालाचे प्रमाणपत्र / अहवाल यांची तपासणी करण्यात यावी.

ई) काही प्रकरणी साखर कारखाना / सुत गिरणी यांच्या कामांचे दाखले सादर करण्यात येतात. अशा प्रकरणी साखर आयुक्त / संचालक हातमाग, यंत्रमाग व वस्त्रोद्योग, नागपुर यांच्याकडून किंवा त्यांचे कार्यालयातील सक्षम अधिकाऱ्यांकडून सदरील कामांचे दाखले प्रतिस्वाक्षरीत असणे आवश्यक आहे.

उ) सक्षम अधिकाऱ्यांकडे नोंदणी प्रस्ताव मंजुरीसाठी सादर करावयाच्या प्रस्तावासोबत "प्रमाणित करण्यांत येते की, मे./श्री. __________________________ या वर्ग ________ मधील कंत्राटदार नोंदणीच्या प्रस्तावांत असलेल्या सर्व कागदपत्रांच्या / प्रमाणपत्रांच्या सत्यतेबाबत संबंधित कार्यालयाशी संपर्क साधुन खातरजमा करण्यात आली आहे" असे प्रमाणपत्र कार्यकारी अभियंता (बांधकाम) यांनी देणे अनिवार्य आहे.

ऊ) कार्यकारी अभियंता यांनी कंत्राटदार नोंदणीबाबतच्या प्रस्तावाची सखोल छाननी करुन वर नमुद केल्याप्रमाणे प्रस्तावातील विविध प्रमाणपत्रांच्या सत्यतेबाबतची खातरजमा करुनच आवश्यक अटींची / निकषांची पुर्तता होत आहे असेच प्रस्ताव सक्षम अधिकाऱ्यांकडे मंजुरीसाठी सादर करावेत.

ऋ) सबंधित कार्यकारी अभियंता यांच्या स्वाक्षरीने कंत्राटदाराचे पंजिकरण प्रमाणपत्र निर्गमित करण्यात यावे.

६. कार्यकारी अभियंत्याकडून प्राप्त झालेल्या कंत्राटदार नोंदणी प्रस्तावातील प्रमाणपत्रे खोटी असल्याचे नंतर निदर्शनास आल्यास संबंधीत कंत्राटदाराची नोंदणी रद्द करण्यात येईल व त्यांच्याविरुध्द कायदेशीर कारवाई करण्यात येईल. तसेच प्रस्तावातील कागदपत्रांची छाननी / पडताळणी / खातरजमा करण्याबाबतची दक्षता न घेतल्याबाबत ज्या कार्यालयातून सदर प्रस्ताव सादर करण्यात येईल, त्या कार्यकारी अभियंत्यावर व त्या कार्यालयातील इतर संबंधीतांवर कारवाई करण्यात येईल.

७. जर एखादया कंत्राटदाराकडे शासनाची वसुली निघाली तर ती महाराष्ट्रातल्या त्या ठेकेदाराच्या कोणत्याही कामातून वसूल करण्याचा व ठेकेदारांवर कारवाई करण्याचा हक्क

शासनाकडे, नोंदणीकरणास मंजूरी देणाऱ्या सक्षम अधिकाऱ्याकडे (Registering Authority) राहील.

८. सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेताक २०१६१२०२१७४०३८३६२० असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

Prakash Nathlya Valvi

Digitally signed by Prakash Nathlya Valvi
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(प्र. ना. वळवी)
उप सचिव, महाराष्ट्र शासन

प्रत,

१. सर्व विभागीय आयुक्त
२. सर्व जिल्हाधिकारी
३. मुख्य कार्यकारी अधिकारी, जिल्हा परिषद (सर्व)
४. सर्व उप सचिव, ग्राम विकास व जलसंधारण विभाग, मंत्रालय, मुंबई.
५. मुख्य अभियंता, प्रधानमंत्री ग्राम सडक योजना, मग्रारविसं., पुणे.
६. मा.मंत्री (ग्रामविकास) यांचे खाजगी सचिव, मंत्रालय, मुंबई
७. मा.राज्यमंत्री (ग्रामविकास) यांचे खाजगी सचिव, मंत्रालय, मुंबई
८. अतिरिक्त मुख्य कार्यकारी अधिकारी, जिल्हा परिषद (सर्व)
९. मुख्य लेखा व वित्त अधिकारी, जिल्हा परिषद (सर्व)
१०. कार्यकारी अभियंता, बांधकाम, जिल्हा परिषद (सर्व)
११. सचिव (मुख्यमंत्री ग्राम सडक योजना) यांचे स्वीय सहाय्यक,
१२. निवड नस्ती, कार्यासन योजना-९ , ग्राम विकास विभाग, मंत्रालय, मुंबई.

कंत्राटदार नोंदणीसाठी कंत्राटदाराने दाखल केलेल्या प्रस्तावातील/खाजगी कामाच्या संदर्भाने
कंत्राटदार नोंदणी प्रस्ताव सादर करणाऱ्या विभागाने सादर करावयाची माहिती.

अ. क्र.	बाब	तपशिल
१	कंत्राटदाराचे नाव	
२	कामाचे नाव	
३	कामाची अंदाजित किंमत	
४	बांधकामाचे क्षेत्रफळ	
५	बांधकामाचा प्रति चौ.मी.दर	
६	वास्तुशास्त्रज्ञाचे नाव व पत्ता	
७	महानगरपालिका/नगरपालिका/ ग्रामपंचायत यांनी कामाचे मंजुरी दिल्याचा तपशिल	
८	कामाचा करार दिनांक (करारनाम्याच्या प्रती सोबत जोडाव्यात)	
९	कामाच्या तपासणीच्या दिनांकापर्यंत झालेल्या कामाची अंदाजित किंमत	
१०	कामाचा सर्वसाधारण दर्जा	
११	कामाचा तपासणीचा दिनांक	

कार्यकारी अभियंता (बांधकाम)
जिल्हा परिषद..................

ACCOMPANIMENT TO THE GOVERNMENT RESOLUTION,
RURAL DEVELOPMENT AND WATER CONSERVATION DEPARTMENT

GOVERNMENT RESOLUTION NO. Sankirna-2016/CR 148/YOJNA-9,
Dated November, 2016

APPENDIX - I

Rules For Registration of Contractors

1. The contractors shall be classified according to their financial status and technical capability. The classification, solvency, registration fees, annual turnover and cost of works in hand and officer competent to sanction Registration/ Renewal of registration / Up-gradation are shown below in the following table.

(A) General Work

Class	Minimum solvency (Rs. in lacs)	Capable of executing the work estimate to cost upto (Rs. in lacs)	Avg. Annual turnover (Rs. in lacs)	Cost of work in hand (Rs. in lacs)	Registration fees in Rs.	Registration Sanctioning Authority	Registration Authority Officer.
I A	150	2500 and above (Without limit)	850	450	40,000	Secretary, MMGSY to Govt. R.D.D.	Ex. Engineer (Works) Z.P.
I B	150	More than 1500 but upto 2500	550	450	35,000	- do -	-do -
I C	150	More than 750 but upto1500	300	450	35,000	- do -	-do -
II	75	750	200	300	30,000	- do -	-do -
III	30	300	90	150	25,000	- do -.	-do -
IV	15	150	60	80	20,000	CEO, ZP.	-do -
IV.a	9	90	40	60	15,000	- do -	-do -
V	5	50	25	30	10,000	- do -	-do -
V a	3	30	15	20	7,500	- do -	- do -
VI	2	15	7.5	10	5,000	Ex. Engr. (Works) ZP	Ex. Engineer (Works) Z.P.
VII	1	7	1.5	3.0	3,000	- do -	-do -
VIII	0.5	3	1.0	1.5	2,000	- do -	-do -
IX	0.25	2	0.5	1.0	2,000	- do -	-do -

B) Electrical Works

Class	Minimum solvency (Rs. in lacs)	Capable of executing the work estimate to cost upto (Rs. in lacs)	Avg. Annual turnover (Rs. in lacs)	Cost of work in hand (Rs. in lacs)	Registration fees in Rs.	Registration Sanctioning Authority	Registration Authority Officer.
A	8	Without Limit	20	40	25,000	CEO, ZP	EE (W), ZP
B	4	25	10	30	20,000	-do-	-do-
B 1	3.5	15	7.5	20	15,000	-do-	-do-
C	3	10	6	15	10,000	EE (W), ZP	-do-
D	1.50	7.50	3	8	5,000	-do-	-do-
E	0.50	2	1	1.75	3,000	-do-	-do-

2. For registration of contractors from other States all the documents and certificates of work done, solvency certificate etc. shall be sent confidentially to the concerned department of the other state for verification and certification and proposal shall be forwarded to Registration Sanctioning Authority after getting confirmation report.

3. No contractor may be registered or his registration renewed / up-graded unless he has a registered office in the State of Maharashtra and without full inquiry as to his stability in regard to –

a) Financial status supported by a certificate of solvency obtained from the Collector of the District / S.D.O. of concerned district or a Banker's Solvency certificate. Banker's Solvency Certificate should be obtained in the following form :

" This is to certify that to the best of our knowledge and information M/s / Shri ------------------- a customer of our Bank is respectable and can be treated as good for any engagement upto Limit Rs. ________/- (Rs. In words) ______________________________"

This certificate is issued without any guarantee or responsibility on the bank or any of its officer"

i) A solvency certificate shall not be accepted for the purpose of registration more than twelve months after the date on which it was granted.

ii) A Bankers certificate which bring out the financial soundness of the contractor _________ to the extend required for relevant category shall be accepted.

iii) A solvency certificate in the name of a firm need not be insisted upon if such a certificate for the required amount in the name of one or more partners, is forth coming and it is made clear in the partnership deed that all partners are jointly and severally responsible to meet all liabilities over and above the business of firm.

iv) A Solvency Certificate submitted by contractor shall be confirmed from issuing authority by sending it to the concerned issuing authority by registered post.

v) A Solvency Certificate issued by the Revenue Department and produced by the contractor from outside Maharashtra State can be accepted for the above purpose. However solvency certificate issued by a Bank from a Branch of a Scheduled Bank located in Maharashtra only shall be accepted.

vi) The contractor shall produce Sales Tax Registration Certificate in Form II, Rule 4(1) as provided by Maharashtra State Sales Tax Act (Maharashtra Act No.XXVI of 1989. The Maharashtra Sales Tax on transfer of property in goods involved in execution of Works Contract (Reenacted) Act 1989) from the Sales Tax Department of Maharashtra State. For registration in Class VII to Class IX, in General Works and in Class D & E in Electrical works, submission of sales tax registration certificate shall not be made compulsory.

(b) Professional capacity and reliability supported by certificates :

The concerned officers should ask the contractors to produce the list of works together with the information in the proforma given below, supported by the work done certificates issued by officer not below rank of Executive Engineer or equivalent in original or attested copies of certificates from the concerned departmental authorities in respect of works carried out and works in progress in proforma given below along with performance certificate.

SR	Name of work	Amount of work put to tender	Date and year of commence ment	Amount spent during each of last 5 years (Preceding year of application)	Amount of work still remaining to be executed.	Remarks

Department or organization to opine about (i) Contractor's / Organisation of work and Resources (ii) Quality / performance of contractor.

Note :- If any organization want to communicate specific remarks about works, they may do so by sending report through next higher officer to the registering authority.

i) The experience gained by an individual partner in the execution of works in the past may be taken into consideration while deciding the category of contractors if the partner concerned has to his credit execution of such works by virtues of monetary share and other interest. Experience gained merely as a servant will not count as proof of the capability of the firm as a whole.

ii) The officers concerned shall ensure that the contractors have the required experience and that they have undertaken / executed works of sufficient magnitude justifying their competency to take up the works in the class in which they seek enrolment. If the criteria given in rule (1) above is not fulfilled, in any particular deserving case, such case may be sanctioned on merits, explaining the reasons why the case deserves special considerations. Such special consideration would be for example only one large work completed but it is several times larger than required limit, work in hand failing short but turnover is very much larger than required, acquisition of large and specialized machinery. All the facts taken together should convey that the contractor is really capable of doing works of the required size in the particular class i.e. in case contractor

fulfills all the conditions except one, should be considered by the officer competent to sanction the registration.

iii) The contractor's registration in Government / Semi-Government's organizations such as Public Works Department / Railways / Port Trust / Mumbai Municipal Corporation / Central Public Works Department / Military Engineering Services / City and Industrial Development Corporation etc. and type of work he is doing in those organization should also be taken into consideration while granting registration in any particular category.

iv) The cost of works in hand should be taken as total estimated cost of works in hand, Emphasis should be more on the average annual turnover of the last 3 years.

v) In case of private works executed by the contractor, while working out annual turnover and value of works in hand, *50%* of the estimated cost of these private works should be considered, if supported by the contract cost in income tax clearance certificate. The work done certificates of private works certified by Licensed Architect / Chartered Engineer shall only be considered for this purpose.

vi) In case of works pertaining to registered co-operative institutions executed by the contractor, while working out annual turnover and value of work in hand, 100% of the estimated cost of these works should be considered, if certified by the Licensed Architect for value of work done / in hand and the the annual turnover by the Chartered Accountant or Registered Income Tax Practitioner in prescribed proforma.

vii) The work done certificates submitted by contractor shall be confirmed from issuing authority by sending it to them by registered post. In case of works of co-operative societies such as sugar factory, cotton mills, the work, done certificates shall be confirmed from Sugar Commissioner or Director of Handloom, Powerloom & Textiles, Nagpur, as the case may be.

viii) In case of private works, the actual works done shall be confirmed by inspection by officers not below the rank of Deputy Engineers.

ix) The Executive Engineer submitting registration proposal shall attach certificate with the proposal that, "All the certificates attached with proposal are confirmed from issuing authority / authority mentioned in G.R. for its trueness."

4) **REGISTRATION**

a) For registration, the contractor shall submit an application in the form given in "Annexure A" to the registration authority. The application shall be accompanied by necessary documents referred to in Rule 2 (a) and (b) above. In addition, the contractor shall produce the following documents along with his application :-

i) Upto-date income tax clearance certificate.

ii) List of technical personnel employed by the contractors with their qualifications and experience. The minimum inputs by contractor as far as technical personnel to be engaged by the contractor will be as follows.

I) General works :

Class-I and Class-II

Two graduates in Civil Engineering or equivalent, Four Diploma holders in Civil Engineering and six Civil Engineering assistants trained in I.T.I. or its equivalent course. Minimum *50%* of the staff in each category should have minimum experience of 5 years.

Class-III and Class-IV

One graduate in Civil Engineering or equivalent, One Diploma holder in Civil Engineering and two Civil Engineering assistants trained in I.T.I. or its equivalent course.

Class-IV A & Class-V.

One Diploma holder in Civil Engineering and one Civil Engineering assistant trained in I.T.I. or its equivalent course.

II) Electrical works :

Class-A & Class-B : (Electrical Contractors)

One Bachelor of Engineering (Electrical) or equivalent one Diploma in Electrical Engineering and two Supervisor holding competency certificate issued by the State Government.

At the stage of initial registration contractors who desired to be registered in Class-I to Class-V shall employ qualified engineers domiciled in Maharashtra who have passed their Diploma / Degree in Engineering within a period of 3 months from their registration as mentioned in the para 3.a (ii) above. And produce the proof of appointment by way of valid Professional Tax Registration Certificate in the Form PT/R/.... Under Section (1) of Section 5 of Maharashtra State Tax on Profession, Trade, Callings & Employment Act 1975, Rule 3 (2) for Employees including technical personnel from the Profession Tax Officer of the concerned District in Maharashtra, registration of Employment Provident fund and the copy of the latest deposited chalan of EPF. If they fail to produce the certificate to that effect they should not be allowed to tender for the future work.

iii) List of machinery owned by contractor with its present condition and location.

This should be insisted for registration in Class-V and above. The contractor should have at least one of the following three groups of machineries in good condition. This is not required for electrical contractors.

Contractor should have set of machinery of any one group as mentioned below.

Details of Machinery	Class- 1-A/B/C & 2,3	Class- 4	Class- 4 A	Class-5
Group-1				
Trucks / Tipper / Tractor-Trolly.	4	3	1	-
Concrete Mixer.	3	2	2	1
Vibrator	3	2	2	1
5 H.P. Pump.	2	1	1	1
Centering Material (Sqm.)	500	300	200	100
Mechanical Hoist	1 Set.	-	-	-

Group-2				
Trucks / Tipper / Tractor-Trolly.	10	6	4	1
Excavator	2	1	-	-
Road Roller. (DRR)	2	1	1	-
Vibratory Roller	1	-	-	-
Water Tanker.	2	1	1	-
Air Compressor.	2	1	1	-
Concrete Mixer.	2	1	1	1
Vibrator	2	1	1	1
Group-3				
Trucks / Tipper / Tractor-Trolly.	6	3	2	1
Road Roller. (DRR)	2	1	1	-
Vibratory Roller	1	-	-	-
Asphalt Mixer and Boiler.	1	1	1	-
Drum Mix Plant (with paver finisher)	1	-	-	-
Sensor Paver Finisher.	1	-	-	-
Mechanical Asphalt Spryer.	1	-	-	-
Concrete Mixer.	1	1	1	1
Vibrator	1	1	1	1

Note : As a proof of ownership of machinery the contractor shall submit Purchase Invoice, copy of RC book, certificate from Assistant Chief Engineer Mechanical, If any.

iv) Attested copy of partnership deed of the firm in case of partnership firm.

v) Attested copy of power of attorney in case of companies of partnership firms.

vi) Attested copy of valid electrical licenses issued under Indian Electricity Rules, 1956 as amended from time to time (this will be applicable to the registration in case of electrical contractors only.)

vii) "The Sales tax certificate as required by para 8(i) of Maharashtra Act-XXVI 1989 (Maharashtra Sales Tax of transfer of property in goods involved in execution of works contract re-enacted / Act. 1989)

b) The registration sanctioning authority should preserve all the above documents produced by the contractor and those should not be returned to the contractor under any circumstance.

c) The contractor applying for registration shall pay 50% of the registration fees as application fees, which will be non-refundable, along with his application form for the class in which he intends to get himself registered. If his application is accepted, he shall pay the remaining 50% registration fees. The registration fees so received shall be credited to the head "Z.P. cess 33521260532". If as a result of the scrutiny of application a particular contractor is not found suitable for the class of which he has

applied for registration, the concerned authority after receipt of written consent from the contractor may reconsider his application for registration for a lower class in which case a separate application or application fee will not be required. In such cases, the registration fee applicable to the class of registration granted shall only be recovered from the contractor.

d) When registration is to be effected at the Chief Executive Officer / Mantralaya level, application for registration shall be sent by the Executive Engineer Zilla Parishad Works Division directly to registration sanctioning authority, as it would not be feasible to entertain applications initially in the office of the Chief Executive Officer / Mantralaya.

e) In order to avoid delay in registration, the Executive Engineer Zilla Parishad Works Division shall fix a day in the week on which he will personally examine the applications and if the applications do not contain complete information, call the applicants and explain to them what is required and return the application for resubmission. The applications received for registration should be processed and finalized by the registering authority as well as the registration sanctioning authority within a period of 30 days each. Where the case is beyond the competence of any authority the same should be forwarded to the concerned authority with necessary documents and remarks within a period of 15 days. In any case, registration cases should be finalized within a total period of three months.

f) Any Executive Engineer of a Zilla Parishad Works Division in any district may process the cases of registration of contractors directly to the respective Chief Executive Officer, Zilla Parishad or Mantralaya under whose control he works in order to avoid delays.

g) Initial registration will be valid for a period of 3 years from the date of order of sanctioning the registration unless there are adverse circumstances.

h) Every change in partners and leading technical employees or disposal of machinery or change in name of machinery should be intimated by the contractors to the registering authority forthwith.

i) The partnership deed executed in Maharashtra and in other States in India can be accepted for the purpose of registration.

j) The application for registration should be considered only if, the contractor has carried out / is carrying out at least two sizable works where the value of work done in each case is not less than the maximum limit of the category two stage below the category for which he has applied (e.g. category-III for registration in category-I and so only). The weightage to be given for works carried out for private persons / bodies shall be 50% of the value of work as certified by the Chartered Accountants or Registered Income Tax Practitioner.

k) All the certificates submitted by contractor as mentioned in para 3 (a) above shall be got confirmed from issuing authority, by sending it to them by registered post.

5. If any of the contractors who apply for registration in Class-I or Class-II are specialized for general works and Class 'A' for electrical works in one or more distinct types of works mentioned below the facts should be brought to the notice of Government, while forwarding registration cases, for making a note against their names in register of approved contractors.

I. General Works

i) General Engineering (which includes buildings and other works which do not require specification).

ii) Water supply (including construction of water purification plants).

iii) Drainage and sewage disposal.

iv) Pile foundations.

v) Major Bridges and Canal structures.

vi) Tunneling

vii) Earthen and concrete dams.

viii) Road Engineering & Hot Mix Bitumen treatment.

II. Electrical Works :

i) Air – conditioning.
ii) Fire – fighting.
iii) Lift and escalators.

Such specialization shall be treated as an additional qualification.

6. **Upgradation :**

a) The contractors who desire up-gradation to higher class should submit their applications in the same form which is used for initial registration along with fresh solvency certificate and all other documents as mentioned in rule 3(a) above through registering authority and pay fresh registration fee as per rule 3(c) above. The registering authority should submit these proposals directly to the Registration sanctioning authority.

b) Up-gradation from one class to another should be made on merits by the authority competent to do so taking into account the cost of works in hand and the annual average turnover, technical personnel as per the requirements for initial registration.

c) Subsequent to the registration in a particular category, application for up-gradation to the higher category should be considered only if the contractor has carried out at least one sizable work of this Government or of Semi-Government bodies, such as MHADA, MSEB, MIDC, CIDCO etc. or local bodies, registered co-operatives or public limited companies where the value of each work is more than the maximum limit of the category two stages below the category in which the contractor is seeking registration. (e.g. class III for registration in category I and so on).

d) The contractor's up gradation to higher category should not be normally considered within first two years of his registration. The contractor should prove his capacity by executing sizable works as mentioned above in his existing category during this period before applying for up-gradation. However, the registering authority after considering the merit of individual case may consider relaxation of the limit of 2 years in deserving cases if all other criteria are satisfied.

e) Up-grdation given on merit as above will be valid for a period of 5 years from date of order of sanctioning the up-gradation unless there are adverse circumstances.

f) The application for up-gradation should be processed and finalized as quickly as possible as laid down in rule 3 (f) above.

7. While applying for renewal of registration for Class-I to V, the contractor should satisfy the registering authority that he has continuously employed such Engineer as prescribed in Rule 3 since he is registered in that category.

8 a) i) The retired engineers of the / resigned engineers from Government of Maharashtra or any Maharashtra Government Undertaking / Board of the categories of Executive Engineer and above shall be eligible for granting direct registration in Class V while the engineers at lower level will be enrolled in Class VI of the revised category of works as well as in Class C and D category of Electrical works respectively. This concession may however, not be granted to persons who were compulsorily retired by way of punishment and with unsatisfactory record of service.

ii) The resigned engineers of State Government (Junior Engineers and above) may be given registration only in Class VII if they resign with less than five years experience.

iii) Intending engineers will have to fulfill the conditions of ownership & possession of requisite machinery as prescribed in clause 3 (iii) above, solvency certificate, security deposit, earnest money etc. as in the case of other contractors. They are however exempted in respect of requirement of average annual turnover and works in hand at the time of first registration.

iv) This concession may be granted to those who apply for registration within five years from the date of their retirement / resignation. It is also considered that registration may not be permitted for the first 2 years after the retirement / resignation except with the permission of Government, for Engineers of the category of Executive Engineer and above.

b) A retired member of the Armed Forces desirous of starting business as an approved contractor may be registered in Class VII or below on obtaining from his a simple application supported by a certificate of his having served in the Armed Forces and solvency certificate along with registration fees.

c) Unemployed graduates, diploma – A.M.I.E. holders in civil / electrical engineering who are domiciled in Maharashtra and have passed the qualifying examination and have obtained the degree or diploma from University / Institution, recognized by the Director

of Technical Education. Maharashtra State / State concerned, may get themselves directly registered in Class-IV in case of Civil Engineers and in Class-'D' in case of Electrical Engineers by applying in the prescribed proforma & accompanied by the following.

a) Application in prescribed form (Annexure C).

b) Attested copy of certificate of Degree / Diploma A.M.I.E. examination

c) Domicile Certificate.

d) Receipt of 50% amount for registration fees.

e) Attested passport – size photograph.

f) Certificate from the Director, Technical Education, Maharashtra State stating that the Institution conferring the Degree / Diploma in Engineering / Polytechnic, if situated out side Maharashtra State, is recognized Institution.

This concession will be available for a period of 10 years from the date of passing the respective degree or diploma examination.

The engineer registered as above, shall be exempted from the payment of (1) earnest money and (2) Security deposit to the extent of 50% of what is normally due in each case. In respect of 50% of security deposit (which is required to pay) a nominal amount of 1% of the estimated cost subject to a minimum of Rs. 100 shall be recovered initial and the rest by a pro-rata deduction from bills.

Unemployed Engineers Labour Co-operative Society competing in open tender will not eligible for concession of EMD and Security Deposit.

d) The members who have completed Building Maintenance and Civil Engineering Assistance course or Construction Supervisor course from Industrial Training Institute and Vocational Training Board may get directly registered in Class – VII. They have to apply in prescribed proforma along with attested copy of –

a) Certificate of Particular Course.
b) Registration fee.
c) Domicile Certificate

This concession is available for a period of 10 years from passing of respective course.

The members registered as above shall get exemption in payment of Earnest Money Deposit and Security Deposit given to Engineer as above.

9. A Labourer's Co-operative Society shall be given registration in Class-V, VI, VIII on its applying in the prescribed from the registrar of Co-operative Societies / District Deputy Registrar or District Federation regarding it capacity and financial resources as prescribed for appropriate class of registration, in lieu of solvency of a Banker's Certificate, a certificate of professional capacity from the Executive Engineer in whose Division it has carried out works and necessary registration fees. Such registration will

be valid for a period of 3 years from the date of issue of orders provided the society remains registered with the Registrar during that period and shall be renewed on production of fresh certificate from the Registrar / District Deputy Registrar or District Federation regarding its capacity and financial resources and a certificate of professional capacity from concerned Executive Engineer before expiry of the validity period.

10. i) A register containing names and the addresses of the Registered Contractors shall be maintained by the Registering Authorities and the Registration Sanctioning Authorities in form prescribed in Annexure-B. Such consolidated list shall be circulated by the Registering Authorities to all Public Works and Water Resources Department once in a year for the first time and subsequently the list of contractors added or deleted from the list should only be circulated from the next year.

ii) The register shall be examined by the Additional Chief Executive Officer, Zilla Parishad Registration Sanctioning Authority on the 1st July of each year and at other times, if found necessary on report of specific failure or default by a contractor, while submitting tender or during execution of work or that the financial circumstances or technical capacity of a contractor have so deteriorated that he ought to be removed from register or placed in a lower class. He may proceed to do so after calling on the contractor to state within a stated time, as to why the action as proposed should not be taken against him. The authority sanctioning the registration should take action against the contractors for their removal from the approved list or downgraded to a lower class, he will not be entitled to any refund of registration fees.

11. **RENEWAL**

i) For the renewal of registration, contractors, shall submit their applications in prescribed from (Annexure A) along with fresh solvency certificate issued not earlier than one month period to the date of application and all other documents mentioned in Rule-3(a) above to the concerned Executive Engineer, three months prior to expiry of the validity and shall pay prescribed registration fee. The Executive Engineer should submit the proposal of renewal of registration directly to the authority competent to sanction / renewals. It should be ensured that all the necessary documents are submitted along with the proposals.

ii) While recommending the proposal, it should be examined that the contractor has executed at least one sizable work of the Government or Semi-Government bodies such as PWD, MHADA, MSEB, MIDC & CIDCO etc. local bodies and registered co-operatives has fulfilled the requirement of Annual Turnover and cost of works in hand. Costing of the sizable work should be more than the top limit of lower but one class as compared to the class in which contractor is seeking renewal. While doing so turnover shall appear in the Income Tax clearance certificate.

iii) The contractor's performance certificate should be considered before granting sanction to renewal of registration.

iv) The proposals of renewal of registration should be processed and finalized quickly as laid down in rule 3 (f) above.

v) The renewal of registration if granted by the competent authority will be valid for a further period up to 5 years and the concerned Executive Engineer should issue renewal certificate to the contractor on payment of balance renewal certificate to the contractor on payment of balance of registration fees.

vi) In order to avoid delays, the contractors shall apply for up-gradation and renewal of their registration separately.

vii) If the contractor has applied for renewal of his registration three months prior to the expiry of his registration and in case the renewal is delayed in processing, then the already eligible contractors may be allowed to tender for works by extending validity of the registration by 180 days by the Executive Engineer issuing registration. This period will not be extended further in any case.

viii) If any contractor fails to apply for renewal of his registration in time as per (I) above, his registration should be treated as cancelled. He shall have to apply for registration De novo.

12. a) The name of contractor who has not tendered for any work and who has tendered but failed to secure any contract of this Government or Semi-Government bodies, local bodies or registered co-operatives during the period of five years from the date of registration / renewal, should be removed from the registrar of approved contractors.

b) In order to facilitate scrutiny by the registering authority, the contractors shall submit by 30th of April every year to the registering authority concerned in issuing registration / renewal as well as the Chief Executive Officer in whose District the contractor has tendered, executed works, an annual return ending March every year in the form prescribed in the Annexure 'D' with the remarks regarding his performance from the Executive Engineer in whose Division the contractor has tendered / executed works shown in the return. All the *Chief Executive Officer* concerned shall ensure that all contractors submit the prescribed return without fail on due date and transmit the return to the registering authority after proper scrutiny.

c) It is likely that some contractors may omit from annual return, works where there performance is not satisfactory. The Executive Engineer concerned should ensure that whenever it is observed that the performance of contractor is not satisfactory and some action towards his down grading or removal from a particular category is necessary he shall report the matter directly to the registration / renewal sanctioning authority with full justification for taking necessary action against the contractor.

13. If the Contractor whose name has been removed, desired to take up contracts subsequently, he should apply for re-enrolment along with all prescribed documents with payment of prescribed fees. Such application shall be considered on its merit.

14. The work of registration of contractors or their removal or Down gradation will be in charge of territorial Zilla Parishad, Works at Executive Engineer's level, Zilla Parishad at Chief Executive Officer's level and Rural Department, Mantralaya at Secretary's level.

15. Any contractor whose registration is rejected, cancelled or downgraded by an officer who is competent to do so, may appeal against the orders to the Committee at Mantralaya consisting of Secretary, MMGSY, Rural Development Department and Secretary (Works), Public Works Deparment.

16. Contractor registered in one division shall be allowed to tender for works in other divisions provided he produces a certificate of registration or renewal thereof from the

originating division that he is a registered contractor in that Division for a particular category and such certificate is valid at the time of issue of tender forms.

17. If some of the partners of any registered firm / *member of Joint Venture* desire to float a new firm and apply for registration by seeking benefit of experience gained and annual turnover by virtue of their being the partners in that firm / *member of Joint Venture* having some percentage share to their credit, such benefit equivalent to their share can be granted to the newly floated firm for registration in appropriate class, provided they retire from the First firm and produce retirement deed along with other required documents to the registering authority and another partner of Joint Venture issues undertaking that the share of registering of retiring partner will not considered for registration of Joint Venture as partnership firm. It should further be verified that the classification of original firm does not get adversely affected as a result of withdrawal of a major partner. If any partner who desires to join another company without retiring from original company can be permitted subject to condition in that he will not claim his experience gained for registration of this new company.

(Enclosure : - Annexure A to D)

"Annexure A"

Application for Enrolment / Upgradation / Renewal as "CONTRACTOR"

1. Name of the applicant and full address	
2. Where the firm is a joint stock company, undivided Hindu family, individual or a registered partnership firm (Attested copy of deeds or article of Association to be enclosed)	
3. Name of person holding the power of attorney (Attested copy of power of attorney is to be enclosed)	
4. Name of sole proprietors / partner with particulars/ liabilities (Attested copy of partnerships deed to be enclosed)	
5. Name of bankers and full Address	
6. Place of Business	
7. Class in which enrolment is sought for.	
8. Whether the contractor desires to deposit lump sum for securing exemption from payment of earnest money or will pay earnest money along with each other.	
9. List of the works undertaken/ executed during a period of three years preceding the date of application a. Name of work b. Amount of work put to tender c. Date and year of commencement. d. Amount spent during each of last 3 years e. Amount of work still remaining to be executed N.B. :- Original or attested copies of the certificates of verification of above details by the officers under whom works are carried out to be enclosed (Photostat should also be attested by the gazetted officer in the division where the application is made)	
10. List of tools and plants in possession of the contractor (Attach separate list)	
11. Technical qualification and experience of the proprietor or partners and dealing technical employees in the firm (Attach separate list)	
12. Workshop, machineries, tools and plants owned by the applicant (Location and site of workshop and also full details regarding machines, tools etc. to be given) (Attach separate sheets)	

13. Whether enlisted in any other Department / Organization / Other state if so, in which category showing the amount qualified to tender.	
14. a) Has the applicant or his partners or Directors been black listed in the past by any Govt. Dept./ Organization/ Other state b) Has the applicant applied for registration elsewhere in his name or other name. if so, whether the application is rejected. give particulars	
15. Whether the applicant has produced uptodate income tax clearance certificate	
16. Amount of solvency certificate which the applicant has held or has produced.	
17. I/We certify that I/ We have been not and will not get myself/ourselves registered as contractor in the department under more than one name.	
	Signature of the Applicant Full Postal Address

"Annexure B"

Register of approved contractors

(Classwise)

Name of Division :

Sr. No	Name of Contractor & address	Authority for Registration	Date on which the fees was credited in the Cashbook	Solvency Certificate		Class of Contractor	Re-marks	Signature of Executive Engineer
				Date	Amount			
1	2	3	4	5	6	7	8	9

"Annexure C"

APPLICATION FORM FOR REGISTRATION OF DEGREE / DIPLOMA ENGINEERS AS CONTRACTOR

1. Name of Applicant and Present Address.	
2. Date of Birth	
3. Place of Birth	
4. Technical Qualification with year of passing (Degree / Diploma / Name of Institute / University)	
5. Place of Business.	
6. Name of Bankers and Full Address.	
7. Class in which enrolment is sought.	
8. Whether enlisted in the department or any other organization, If so, state the category and enclose copy of certificate.	

I certify that I have not been / will not get myself registered as Contractor in the Department under more than the same.

Signature of Applicant.

"Annexure D"

Information to be Submitted by Contractor (Annually)

M/s. / Shri.

Sr No.	Name of Work	Amount put to Tender	Date & Year of starting	Amount spent during the year	Amount of cheques paid during the year	Balance amount of work to be executed	Remarks whether completed or In progress	In case of private work whether copies of agreement are attached
1	2	3	4	5	6	7	8	9

Signature of Contractor